



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 RSSO XIII (Caraga)

REQUEST FOR QUOTATION FORM

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Catering Services for the Various Trainings and Briefing on Agriculture Statistics Surveys for Q4 2024**

Name of Project	Various Trainings and Briefing on Agriculture Statistics Surveys for Q4 2024
Solicitation	SDN Solicitation No. 2024-09-005
PR Number	SDN PR No. 2024-09-054
Location	PSA Surigao del Norte
Brief Description	Refer to specification/table below
Quantity	Refer to table below
Mode of Procurement	Small Value Procurement
Approved Budget for the Contract (ABC)	Lot 1: PhP10,800
	Lot 2: PhP12,960
	Lot 3: PhP9,720
	Lot 4: PhP8,640
	Lot 5: PhP8,640
Date of Delivery	Lot 1: November 13 and 14, 2024
	Lot 2: November 11 and 12, 2024
	Lot 3: November 7 and 8, 2024
	Lot 4: November 11 and 12, 2024
	Lot 5: November 18 and 19, 2024

Please quote your **lowest price** on the item/s listed below and submit personally using this Request for Quotation Form not later than **10:00AM on September 26, 2024** at the PSA Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

BERNADETH I. BONACHITA
 RBAC Chairperson

Terms and Conditions:

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us), if none yet, submit, together with your quotation the photocopy of your Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above), and/or current income tax return (for 500k and above).
- Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
- The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Lot 1: RCSS: Household and Commercial (RCSS: H and C) for Q4 2024 Provincial Training/Briefing						
November 13, 2024						
AM snacks-(apple pie special and can juice 220ml)	pax	10	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	10	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big & can juice 220ml)	pax	10	₱ _____	₱ _____		
November 14, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	10	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	10	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	10	₱ _____	₱ _____		
Subtotal			₱ _____	₱ _____		
Lot 2: Quarterly Fisheries Survey (QCFS, QMFS QIFS and QAqS) for Q4 2024 Provincial Training/Briefing						
November 11, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	12	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	12	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	12	₱ _____	₱ _____		
November 12, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	12	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	12	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	12	₱ _____	₱ _____		
Subtotal			₱ _____	₱ _____		
Lot 3: Crops Production Survey (CrPS) with Farm Price for Q4 2024 Provincial Training/Briefing						
November 7, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	9	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	9	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	9	₱ _____	₱ _____		
November 8, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	9	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	9	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	9	₱ _____	₱ _____		
Subtotal			₱ _____	₱ _____		

Items and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Lot 4: Commercial and Backyard Livestock and Poultry Surveys (CLPS/BLPS) for Q4 2024 Provincial Training/Briefing November 11, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	8	P _____	P _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	P _____	P _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	8	P _____	P _____		
November 12, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	8	P _____	P _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	P _____	P _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	8	P _____	P _____		
Subtotal			P _____	P _____		
Lot 5: Palay Production Survey and Corn Production Survey (PPS and CPS) and Palay & Corn Situation Reporting System (MPCSR) for Q4 2024 Provincial Training/Briefing November 18, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	8	P _____	P _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	P _____	P _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	8	P _____	P _____		
November 19, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	8	P _____	P _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	P _____	P _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	8	P _____	P _____		
Subtotal			P _____	P _____		
Specs for AM/PM Snacks						
Packaging: Recyclable (e.g., carton or paper-made material, wooden spoon and fork, paper cups, paper straws.						
Specs for Lunch						
Buffet Style catering service: Reusable plates, mugs and cutlery						
<i>Note. Food service and packaging shall be in compliance with the Office Memorandum No. 2023-178, entitled Guidelines on the Procurement of Meals and Catering Services for Philippine Statistics Authority Meetings, Events and Other Activities, Mandating the Use of Ecologically Sustainable Products or Packaging Materials and Prohibition on the Use of Styrofoam and Single-use Plastics.</i>						
TOTAL AMOUNT IN FIGURES:				P _____		
TOTAL AMOUNT IN WORDS:						

Other Requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed name of authorized representative/signature: _____

Position: _____

Name of Company: _____

Address: _____ Email Address: _____

Fax No.: _____ Tel No.: _____ Cellphone No.: _____

Date: _____